

Extracts from:

(Document in custody of Historical Staff, Documents Officer [REDACTED]  
203 Key Bldg. Ext. 3381)

25X1A9a

(Was TOP SECRET; reduced to SECRET)

(Copy No. 29, of 30)

~~(Page 2 contains information of a confidential nature)~~

Pg. 2

6 June 1947

S. O. DIRECTIVE NO. 18

ORGANIZATION AND FUNCTIONS OF THE  
OFFICE OF SPECIAL OPERATIONS

SECTION I

GENERAL

1. DISTRIBUTION:

- a. This Directive will not be sent to overseas stations and missions.
- b. This Directive is for the use only of officials of the Office of Special Operations and of the Office of the Director of Central Intelligence. With careful editing to preserve security, the Chief of Administration and Services will prepare where necessary organization charts and functional job descriptions for presentation to Civil Service Representatives in order that departmental positions can be finalized under Civil Service procedures. After preparation, these organizational charts and functional job descriptions will be submitted to Chief of Operations and the Chief of Special Security for concurrence and to the Assistant Director of Special Operations for approval, prior to presentation to the Civil Service Representatives.
- c. The distribution of this Directive will be as follows  
(Recipients of this Directive in the Office of Special Operations will inform their subordinates of such portions of this Directive as are essential for them to know in carrying out their official duties. Under no circumstances will its contents be revealed to personnel outside the office of Special Operations without the specific approval of the Assistant Director in each case.)

(Pg. 2 is list of officials to whom copies were given. There were 30 copies. Copy 1 went to DCI; Copy 2 to ADSO; Copy 3 to Chief of Liaison Control; Copy 4 to Chief of Special Security; Copy 5 to Chief of Operations; Copies 6-25 to various Chiefs of OSO Divisions, Staffs, and Branches; Copy No. 26 to Chairman of the Reorganization Committee; Copies 27-30 to Executive Secretary.)

Pg. 3

## 2. RECISSIONS

S.O. Directive No. 7 dated 4 December 1946, Subject: "Organization of the Office of Special Operations" is rescinded and its provisions replaced by this Directive.

## 3. ORGANIZATION

- a. For the organization of the Office of Special Operations see Enclosure 1.
- b. For geographical area responsibilities of Foreign Branches see Enclosure 2.

## 4. FUNCTIONS

- a. The functions of the Office of Special Operations are as prescribed in the Memorandum for Assistant Director for Special Operations from the Director of Central Intelligence, dated 25 October 1946, subject: Functions of the Office of Special Operations. This memorandum is quoted verbatim as follows:

----- QUOTE -----

"1. The Office of Special Operations will function in accordance with the following policies:

a. The mission of the Office of Special Operations is the conduct, under the direct supervision of the Director, of all organized Federal espionage and counterespionage operations outside the United States and its possessions for the collection of foreign intelligence information required for the national security. Such espionage and counterespionage operations may involve semi-overt and semi-covert activities for the full performance of the mission.

b. The Assistant Director for Special Operations will be directly responsible to the Director of Central Intelligence for carrying out the missions assigned him, for the security of operational material and methods and for the collection of secret foreign intelligence information required by the Office of Collection and Dissemination and other user departments and agencies.

c. The Office of Special Operations will coordinate its field collection activities with other agencies of the Central Intelligence Group charged with comparable functions.

Pg. 4

f. Ordinarily requests for specific information will come from the State, War, Navy and other departments and agencies through the Office of Collection and Dissemination, where it will be determined that the Office of Special Operations is the proper agency to collect the desired information. However, the Office of Special Operations is authorized to receive directly from user departments or agencies requests for a specific action or the collection of specific information when such requests are clearly within the sphere of activity of the Office of Special Operations and the particular type of desired information (or action) make such direct contact necessary for security reasons. Such direct contact will be made through the Office of Control, Special Operations, and corresponding offices in the various departments and agencies. The Office of Special Operations will maintain direct liaison with departments and agencies of the Federal Government on secret operational matters, knowledge of which must be restricted to the minimum number of persons.

g. The Office of Special Operations will be responsible for the collection, processing, and distribution of foreign counter-espionage intelligence information and will be the repository for such information. Intelligence derived from the processing of foreign counterespionage intelligence information will be made available to the Office of Research and Evaluation.

\*2. Major support services for the Office of Special Operations will be provided by the Special Projects Division, Personnel and Administrative Branch of the Executive Staff, Central Intelligence Group, under the operational direction of the Assistant Director for Special Operations.

3. In carrying out the policies stated above operational security requirements will be strictly observed by all concerned".

- - - - - UNQUOTE - - - - -

Pg. 5

\*(Note: Reference paragraph 2 - it is contemplated that these instructions will be revised in the near future to give the Assistant Director for Special Operations complete control of his major supporting services.)

b. Reference paragraph 3 above - the functions of the major elements of the Office of Special Operations are prescribed in SECTIONS II, III, AND IV of this Directive.

(rest of this page blank)

Pg. 6

SECTION II

OFFICE OF THE ASSISTANT DIRECTOR

5. ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

The Assistant Director for Special Operations will control, supervise, and direct the several elements of the Office of Special Operations so as to implement the assigned functions of his office in accord with the policies announced in the Directive of the Director of Central Intelligence quoted in paragraph 4 above and will conduct or provide for and supervise the liaison and coordination of his office with other offices of the Central Intelligence Group and with other U. S. departments and agencies in accord with the policies of this Directive. He will be directly responsible to the Director of Central Intelligence for the carrying out of the missions assigned to him and for the functioning of his office in accordance with the directives and policies of the Director. He will conduct such field inspections in person as are necessary to insure the faithful execution of the directives and policies of the Director.

6. THE DEPUTY ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS

7. EXECUTIVE STAFF:

a. The Executive Officer:

- (1) Acts as the principal staff officer of the Office of Special Operations.
- (2) As directed by the Assistant Director supervises and coordinates the activities of Liaison Control and ~~Special Security~~ *Branch, CSO*
- (3) Coordinates and maintains a record of the inspections conducted by the Chief of Operations, the Chief of Administration and Services, and the Chief of ~~Special Security~~ *CSO*, and keeps the Assistant Director advised as to the adequacy of inspections.
- (5) Insures that all matters involving more than one of the major subdivisions, i.e. Operations, Administration and Services and the Assistant Director Office (~~Special Security~~ *Branch* and Liaison Control) presented to

Pg. 7

the Assistant Director or Deputy Assistant Director for decision are first coordinated with the interested officers, that all sides of the matter are adequately presented, and that all necessary staff action is complete.

b. Executive Secretary:

Pg. 8

- (5) Acts as Top Secret Control Officer for the Office of Special Operations.
- (6) Maintains control of all OSS/SSU records and handles all inquiries and correspondence pertaining thereto

~~8. LIAISON CONTROL:~~ *Budget and*

The Chief of *Budget and* Liaison Control:

- a. Shall exercise general supervision over liaison maintained in accordance with this Directive by authorized officers of the Office of Special Operations with other offices of the Central Intelligence Group and with the intelligence agencies of the State, War, and Navy Departments, with the Federal Bureau of Investigation and, as appropriate, with other agencies of the Federal Government. In performing this function:

- (3) Maintains a continuing check with *Branch* Special Security on the liaison being conducted in order that difficulties incident to liaison with insecure organizations or individuals may be avoided. *See 12/4*

Pg. 9

9. SPECIAL SECURITY

In accordance with the policies and directives of the Assistant Director the Chief of Special Security:

- a. Shall maintain liaison with the appropriate authorities of *Director* ~~CIG~~, and with other U. S. Government Departments and agencies

in connection with matters pertaining to the security of the Office of Special Operations and shall insure conformity with overall security policies of the Director of Central Intelligence with particular attention to the Director's policy that all staff personnel who are assigned to duty in Washington [REDACTED] have a security investigation by the Federal Bureau of Investigation. 25X1A

- b. Shall in coordination with the Personnel Division review Personal History Statements of applicants for staff positions prior to the forwarding of Personal History Statements by the Personnel Division to the appropriate authorities of CIG for security investigation by the Federal Bureau of Investigation.
- c. Shall receive final reports of security investigations of OSO staff personnel, evaluate results and make final recommendation to the Assistant Director for Special Operations with respect to employment.
- d. Shall be responsible for the investigation and evaluation of the integrity and loyalty of all OSO personnel on a continuing basis.
- e. Shall be responsible for the investigation of all covert personnel being considered for employment by the Office of Special Operations. For the purposes of security investigation only, all personnel serving overseas will be considered as covert personnel. Overseas personnel who may later return to Washington for assignment to a staff position [REDACTED] will at that time have a security investigation by the Federal Bureau of Investigation. In rare instances it may be necessary to employ [REDACTED] however the personal approval of the Assistant Director for Special Operations will be obtained in each case for any exceptions to the Director's policy as outlined in subparagraph a above.
- f. Shall be responsible for operational investigations which may be necessary in support of counterespionage activities.
- g. Shall by appropriate inspections insure the security of personnel and the physical security of all [REDACTED] overseas installations, property, and records of the Office of Special Operations under the general security policies prescribed by the Director of Central Intelligence and the Assistant Director for Special Operations.

25X1A

25X1A6a

25X1A6a

- h. Shall maintain a field investigative staff sufficient to carry out the responsibilities set forth in subparagraphs d, e, f and g above subject to the continuing approval of the Assistant Director for Special Operations.
- i. Shall report to the Assistant Director for Special Operations security violations and recommend appropriate disciplinary or corrective measures.
- j. Shall be responsible for the maintenance of security files on all personnel of the Office of Special Operations to include both active and inactive files as well as the files of predecessor organizations now in the possession of the Office of Special Operations.
- k. Shall interview and indoctrinate new employees, overseas returnees, couriers, overseas departees, and all personnel in the process of terminating employment with Special Operations regarding security requirements and related matters.
- l. Shall consult with and be consulted by the various components of the Office of Special Operations on security aspects of all activities and personnel.
- m. Shall coordinate all overseas inspections with the Executive Officer, Office of Special Operations.
- n. Shall review all contemplated transfers of personnel from Special Operations to other units of the Central Intelligence Group, from other units of the Central Intelligence Group to Special Operations, from one theatre to another, and between components of the Office of Special Operations and give security clearance prior to implementation of such transfers.
- o. Will inform Liaison Control of current liaison with other offices of CIG and with agencies or individuals outside CIG, and of any new liaison established in the future.
- p. When directed by the Assistant Director for Special Operations perform certain services for the remainder of CIG.

Pg. 11

(rest of page blank)

Pg. 12

Pg. 12

SECTION III

OPERATIONS

10. THE CHIEF OF OPERATIONS

In accordance with the directives and policies of the Assistant Director, the Chief of Operations shall direct and supervise all espionage and counterespionage operations outside the U. S. and its possessions for the collection of foreign intelligence information required for the national security. In carrying out this responsibility he will:

- a. Coordinate, direct, and supervise all activities of the Foreign Branches and the staff sections under his control.
- b. Require that Chiefs of Foreign Branches and Staff Sections inform him or his appropriate deputy of directives and decisions received by them directly from the office of the Assistant Director for Special Operations.
- c. Control, direct, supervise and coordinate the authorized liaison of the Foreign Branches and his staff sections with other elements of OSO, Offices of the Central Intelligence Group and other U. S. departments and agencies maintaining or providing for direct liaison with U. S. departments and agencies on secret operational matters, the knowledge of which must be restricted to the minimum number of persons.
- f. Provide for the security of operational material and methods.

Pg. 13

- o. Provide for the conduct of inspections of overseas operational activities, and of the local activities pertaining to his office.

11. DEPUTY CHIEF OF OPERATIONS FOR COUNTERESPIONAGE

- a. In General:

Pg. 14

- b. In particular:

- (1) Shall be directly responsible for the reception, processing and controlling the use of special and critical counterespionage materials originating in other U. S. departments and agencies.



- (2) Shall maintain or direct and control the liaison with security and counterintelligence activities of U. S. departments and agencies for matters pertaining to counterespionage.

Pg. 15

- (10) Shall review, and wherever appropriate make recommendations concerning assistance of OSO in security matters to other U. S. departments and agencies, notably State Department (visa and passport control).
- (11) Shall be responsible for the coordination and where appropriate the preparation of instructions and procedures for the security of operational materials and methods in the field, and for seeing that such instructions and procedures are complied with.

12. DEPUTY CHIEF OF OPERATIONS FOR PLANS AND PROJECTS

Pg. 17

13. TRAINING STAFF

Pg. 18

14. THE INFORMATION CONTROL STAFF

Pg. 20

15. SPECIAL EQUIPMENT STAFF

The Chief of the Special Equipment Staff:

a. In General:

Shall be responsible to the Office of the Chief of Operations that special equipment and devices are developed and supplied in such manner as to support adequately present and planned operational activities.

b. In Particular:

Pg. 21

16. THE TECHNOLOGICAL STAFF

The Chief of the Technological Staff:

a. In General:

Under the direction of the Chief of Operations or his appropriate Deputy, shall advise the Operations Staff and Foreign Branches on all matters pertaining to the collection and dissemination of intelligence information of a scientific and technological nature.

Pg. 23

17. MISCELLANEOUS OPERATIONS STAFF:

The Chief, Miscellaneous Operations Staff:

Under the direction of the Deputy Chief of Operations for Plans and Projects, shall control and supervise such operations as the Chief of Operations may assign which do not lend themselves to control by any one Foreign Branch because of their scope.

18. FOREIGN BRANCH CHIEFS

Pg. 24

b. In Particular:

Pg. 27

(20) To maintain proper security of field operations, enforce approved policies and procedures. This will include arrangements for vetting, security check or investigations of all personnel other than staff to be used by his Branch.

Pg. 29

SECTION IV

ADMINISTRATION AND SERVICES

19. a. CHIEF, ADMINISTRATION AND SERVICES

a. In accordance with the directives and policies of the Assistant Director, the Chief of Administration and Services shall so direct and supervise all management, administration, personnel, and services to support the activities of the Office of Special Operations and perform when directed by the Assistant Director certain services for the remainder of OIG. In carrying out this responsibility he shall:

- (6) In coordination with the Chief of Special Security, provide for the security of operational material and methods in connection with administration and services.

. . . . .

Pg. 30 20. PERSONNEL DIVISION

. . . . .

Pg. 32 21. TRANSPORTATION AND SUPPLY DIVISION

. . . . .

Pg. 33 22. SPECIAL FUNDS DIVISION

. . . . .

Pg. 35 23. REGISTRY DIVISION

The Chief of the Registry Division:

. . . . .

b. In Particular

. . . . .

Pg. 36 (9) In coordination with the Chief of ~~Special~~ Security, shall provide for the security of all classified material in his division.

050

. . . . .

24. COMMUNICATIONS DIVISION

The Chief of the Communications Division:

. . . . .

Pg. 37 (5) Shall provide for the security of all communications facilities under his control.

(6) Shall provide for the security of all code and cipher messages.

. . . . .

Pg. 38 25. COVER AND DOCUMENTATION DIVISION

Pg. 39

- (5) Shall provide for the security of all cover and documentation facilities, activities, and equipment under his control.

Pg. 40

SECTION V

INSTRUCTIONS FOR REORGANIZATION

26. OBJECTIVES

This directive is designed to provide an organization capable of effective teamwork with clean-cut lines of authority and specific designation of responsibility. Also it is intended to emphasize the principle that the conduct of operation to carry out our assigned missions is of primary importance and that all elements of the organization can justify their existence only if they conduct operations or render essential and effective support to the conduct of operations.

27. MAJOR CHANGES

The major changes are:

Pg. 41

- m. The Special Security Section is redesignated Special Security *Branch* and will be directly responsible to the Assistant Director for Special Operations. *02*

XXXXXXXXXXXXXXXXXXXX

- n. Control is redesignated as Liaison Control and its functions redefined to give the Chief of Operations and the Chief of Administration and Services more responsibility for liaison under the overall supervision of Liaison Control, also the responsibility for coordinating inspections is transferred to the Executive OSO and the responsibility for conducting inspections to the Chief of Operations, Chief of Administration and Services, and Chief of Security.

Pg. 42

- q. Projects Support Division will be abolished and its elements will become Administrative and Services Division under direct control of the Office of Special Operations. (A directive from the Director of Central Intelligence will be issued shortly specifying this change. The functions of the Administrative and Services Divisions as presented in S.O. Directive No. 18 will be subject to minor refinements or changes as the final details of implementations are worked out at operating

29. PLAN FOR REORGANIZATION

a. A committee is appointed to supervise and direct the reorganization as follows:

c. Reference Enclosure 1 listing the major components of the new organization, the Chief of Operations for his office and for branches and staffs under his control, the Chief of Administration and Services for his office and for Divisions under his control, and the Executive OSO for the Assistant Directors Office and for Liaison Control and Special Security will submit on or before noon 11 June 1947 to the Chairman of the Reorganization Committee at Room 225 Administration Building, the following for each of their components:

(1) An organization chart showing the detailed interior organization of each component.

d. (1) In planning personnel for new components it is contemplated that personnel of the following will generally remain assigned to their present units.

Assistant Director's Office  
Chief of Operations Office  
Central European Branch  
Southeastern European Branch  
Far East Branch  
Latin America Branch

(2) In planning recommended personnel allocations under subparagraph c (4) above, Chiefs of new components should consider that personnel of old components will be generally available to the new components according to the following:

Control to Liaison Control  
Special Security Section to Special Security  
Plans OSO to Deputy Chief of Operations for  
Plans and Projects  
Training Branch to Training Staff  
Source Control Branch to Information Control  
Staff and Foreign Branches (reports  
personnel to Foreign Branches)